

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: PROGRAM SPECIALIST IV -
Surveillance Systems Field Technician

SALARY GROUP: B20

DEPARTMENT: Security Operations

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Tony O'Hare DATE: 02/20/2015

POSITION #: 033332

I. JOB SUMMARY

Performs highly complex consultative services and technical assistance work. Work involves planning, developing, and implementing a major agency program; and providing consultative services and technical assistance to program staff, governmental agencies, community organizations, and the public. Works under limited supervision with moderate latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Coordinates and works with program staff in program planning, development, implementation, analysis, and documentation of the agency video surveillance program; coordinates and oversees the setup of video surveillance equipment for employee use and instructs staff on the proper use and care of equipment; and ensures proper installation of cameras, digital video recorders, operating systems, and appropriate software.
- B. Coordinates, plans, and evaluates video surveillance projects to include overseeing the completion and monitoring of project quality; conducts and evaluates research relative to specific video surveillance projects under development; and identifies potential project risks and difficulties and designs strategies to mitigate or avoid risks.
- C. Coordinates and conducts annual and regular assessments of correctional facilities video surveillance systems and prepares reports and evaluations on system efficiency; installs, operates, maintains, and repairs technical video surveillance equipment and address system-related problems; and investigates new and emerging technologies.
- D. Assists in developing project budgets, schedules, work plans, resources requirements, and cost estimates; and compiles and distributes project information to include status reports and budget expenditures.
- E. Serves as a liaison with agency departments and units; coordinates with units, regional and headquarters staff to support new and existing video systems; and provides technical support.
- * Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

1. Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE). Major course work in Business Administration, Criminal Justice, or a related field preferred. Each year of experience as described below in excess of the required five years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Five years full-time, wage-earning video surveillance, electronics, detection systems, correctional custody, or law enforcement experience.

B. Knowledge and Skills

1. Knowledge of standard security practices and procedures for correctional confinement facilities.
2. Knowledge of the use of video surveillance equipment, cabling, and digital video records preferred.
3. Knowledge of applicable state and federal laws, rules, regulations, and statutes.
4. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
5. Skill to communicate ideas and instructions clearly and concisely.
6. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
7. Skill to interpret and apply rules, regulations, policies, and procedures.
8. Skill in problem-solving techniques.
9. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
10. Skill in working with test equipment to test low voltage equipment.
11. Skill in reading electronic diagrams such as one-line diagrams and schematics.
12. Skill to handle and work with various types of network cabling.

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IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry 45 lbs. and over, perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside and outside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, telephone, surveillance equipment, weapons, restraining devices, and automobile.